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Approved For Release 2009/10/08 : CIA-RDP87M00539R002003230003-6

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EXECUTIVE SECRETARIAT
ROUTING SLIP

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Remarks

Executive Secretary

15 Aug 85

Date

3637 (10-81)

85- 1994/2

Federal Women's Interagency Board



P.O. Box 14166
Washington, D.C. 20044-4166

August 7, 1985

The Honorable William J. Casey
Director
Central Intelligence Agency
Washington, D. C. 20505

Dear Mr. Director:

STAT The Federal Women's Interagency Board (FWIB) and the Office of Affirmative Employment Programs, U.S. Office of Personnel Management, advise you that your nominee, [redacted] was not selected as one of the recipients of the FWIB Achievement Awards for Federal Women's Program Managers. It was a difficult decision to make since we received many excellent nominations.

Recipients of the Awards and the categories in which they won are:

- o Bettie L. White, National Aeronautics and Space Administration
Full Time - Large Agency
- o Diane E. Armstrong, U.S. Office of Personnel Management
Full Time - Small Agency
- o Shirley A. Martinez, Headquarters Air Force Systems Command
Collateral Duty - Large Agency
- o Bettye J. Robertson, Mine Safety and Health Administration,
U.S. Department of Labor
Collateral Duty - Small Agency

We appreciate your support for our effort and hope that you and members of your organization will attend the Awards Program Luncheon scheduled for Wednesday, August 21, at 11:30 A.M. in Room B339 of the Rayburn House Office Building. Tickets for the luncheon are \$14.00 and may be purchased from Katherine Davis. She may be contacted at 523-5759. Reservations must be made by August 12.

L-218

Thank you for recognizing the contributions of your Federal Women's Program Manager. We hope you will continue to support the Federal Women's Program.

Sincerely,

Elaine B. Murrell

Elaine B. Murrell
Chairperson

cc: Avon O. Harding

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**DEPARTMENT OF THE NAVY
NAVAL CIVILIAN PERSONNEL COMMAND
800 N. QUINCY STREET
ARLINGTON, VA 22203**

**OFFICIAL BUSINESS
PENALTY FOR PRIVATE USE, \$300**

**The Honorable William J. Casey
Director
Central Intelligence Agent
Washington, D.C. 20505**



**POSTAGE AND FEES PAID
DEPARTMENT OF THE NAVY
DOD-316**

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ROUTING AND TRANSMITTAL SLIP		Date
		24 June 1985
TO: (Name, office symbol, room number, building, Agency/Post)	Initials	Date
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5.		
Action	File	Note and Return
Approval	For Clearance	Per Conversation
As Requested	For Correction	Prepare Reply
Circulate	For Your Information	See Me
Comment	Investigate	Signature
Coordination	Justify	

REMARKS

Please return these to EEO, 626 CofC for mailing.

DO NOT use this form as a RECORD of approvals, concurrences, disposals, clearances, and similar actions

FROM: (Name, org. symbol, Agency/Post)	Room No.—Bldg.
Avon O. Harding	626 CofC
	Phone No.

5041-102

OPTIONAL FORM 41 (Rev. 7-76)
Prescribed by GSA
FPMR (41 CFR) 101-11.206

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EX 85 1994/1

Attachment B

FEDERAL WOMEN'S PROGRAM MANAGERS ACHIEVEMENT AWARDS

NOMINATION FORM

STAT

Name of Nominee: Title: Federal Women's Program ManagerAgency: Central Intelligence AgencyLength of Service as Agency FWPM: 15 monthsName of Nominating Official: Avon O. HardingTitle: Director of Equal Employment Opportunity/CIAAgency: Central Intelligence Agency

STAT

Telephone Number:

Nomination Category: a) Full-Time - Large Agency /XX /
 b) Collateral Duty - Large Agency / /
 c) Full-Time - Small Agency / /
 d) Collateral Duty - Small Agency / /

I certify that the information provided is true and accurate to
the best of my knowledge and understanding.

STAT

/s/ Avon O. Harding, D/EEO/
Signature of Nominating Official

24 June 1985
Date

/s/ William J. Casey

Signature of Department/Agency Head

08 JUL 1985
Date

STAT

/s/ Avon O. Harding, D/EEO/
Signature of EEO/Personnel Officer

24 June 1985
Date



L-218

24 June 1985

MEMORANDUM FOR: FWP Achievement Awards Committee

FROM: Avon O. Harding
CIA Director of Equal Employment Opportunity

SUBJECT: Nomination of [] for the FWPM
Achievement Award

1. [] has been the Central Intelligence Agency's Federal Women's Program Manager, and under my supervision, 15 months. In that time, she has proven that she is an excellent project manager--efficient, innovative, bold, front-running--who needs minimum supervision. In managing the projects summarized below, and others, she has earned the respect of peers and of the top level CIA managers through her demonstrated ability and success.

2. [] restructured the Agency's women's board and created a new smooth-running efficient group--the Federal Women's Program Advisory Council. Under her chairmanship, the Council has been active in new areas and improved others. Welcome letters to all new female employees, monthly career seminars on women's issues, tracking the career progression of Agency women, and a newsletter are projects now running smoothly under her leadership.

3. [] is the contract monitor for the Agency's Professional Women's Course, a program run several times each year. She gives the pre-course briefing to students, and she selects, invites and briefs the guest speakers (top level Agency managers). She administers the contracts, advises and assists the instructors to assure that their performance is in accordance with the terms of the contract and that the scope, quality, and intent of the instruction are on target. She reviews and analyzes student critiques to ensure the objectives of the course are met. She also contacts and reviews proposals from selected other trainers for future contract competition.

4. The OPM Women's Executive Leadership Program was introduced to CIA by [] to enhance the advancement of Agency women. She briefed the Executive Director, Deputy Directors, Director of Personnel, and others on the merits of the program and got their support. She got the program under way, was the OPM-CIA liaison, and has monitored the CIA candidate's progress advising all involved.

STAT 5. Appointed to the Deputy Director for Administration's task force to develop a plan establishing a CIA on-site Child Care Center, Ms. [] was given full responsibility for much of the action. She was the focal point for an Agency-wide needs assessment survey and was appointed Chairperson of the Budget/Finance SubCommittee and Action Officer of the Planning Committee. She was appointed to the selection committee to choose an architectural and engineering firm to provide a design and cost estimate for the child care center.

STAT 6. [] handles all this and more competently. She is a self starter and functions in all arenas with minimum supervision. She consistently initiates ideas for recruitment, training, and advancement of women, and has the enviable capacity to handle many projects and carry each through to success. CIA has given [] a special recognition award for her performance and achievement. I strongly recommend her for this achievement award.

STAT

[]
for Avon O. Harding ✓

Page Denied

Attachment C

AUTHORIZATION FORM

STAT I, Federal Women's Program Manager, authorize
(Name/ title of nominee)
the Federal Women's Interagency Board to use my photograph,
biography, and nomination narrative for publicity purposes. I
understand that this may include press releases for the media.

STAT

Signature/title of nominee

24 June 1985
Date

EXECUTIVE SECRETARIAT
ROUTING SLIP

TO:		ACTION	INFO	DATE	INITIAL
1	DCI				
2	DDCI				
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18	C/IPD/OIS				
19	D/EE0/DA		X		
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SUSPENSE		Date			

Remarks

T0 #6: For your direct response. Please note
submission date of NLT 12 Jul 85

Executive Secretary
17 June 85

Date

3637 (10-81)

Executive Registry

85- 1994

Federal Women's Interagency Board



P.O. Box 14166

Washington, D.C. 20044-4166

JUN - 6 1985

TO: Heads of Departments and Independent Agencies

Elaine B. Murrell

FROM: Elaine B. Murrell, Chairperson
Federal Women's Interagency Board

Subject: Federal Women's Program Managers Achievement Awards

The Federal Women's Interagency Board (FWIB) is a professional organization of Federal Women's Program Managers within the Washington, D.C. metropolitan area. FWIB hereby announces the opening of the nomination period for the 1985 Federal Women's Program Managers Achievement Awards. The awards will be presented at an Awards Luncheon scheduled for August 21, 1985 in Room B339 of the Rayburn House Office Building.

Nominations for the subject awards are open to Federal Women's Program Managers (FWPMs) in the Washington, D.C. metropolitan area. Nominations must be submitted no later than July 12, 1985. Enclosed are a copy of the nomination guidelines and appropriate forms. We encourage all agencies to submit nominations for these awards.

Agencies participating in this awards program are requested to submit five copies of each of the following items: (1) completed nomination form; (2) narrative supporting the nomination; (3) biographical sketch of nominee; (4) a release form (one copy only) signed by the nominee authorizing FWIB to use photographs for publicity.

DCI
EXEC
REG

L-218
P-109

2.

The nomination package should be sent to:

FWP Achievement Awards Committee
c/o FWIB
P.O. Box 14166
Washington, D.C. 20044-4166

If you have any questions please call me at 523-6545 or Patty McClenahan at 696-4940.

Enclosures

cc: Directors of EEO
Directors of Personnel
Federal Women's Program Managers
FWIB Members
Hispanic Employment Program Managers
Interagency Group on Affirmative Employment Programs

Attachment A

GUIDELINES FOR THE
FEDERAL WOMEN'S PROGRAM MANAGERS
ACHIEVEMENT AWARDS

The Federal Women's Program Managers (FWPMs) Achievement Awards are sponsored by the Federal Women's Interagency Board (FWIB).

These awards are NOT restricted to Departmental FWPM's. The intent of these awards is to recognize those FWPMs who have made significant contributions toward improving the status of women in their agencies.

ELIGIBILITY

- o FWPMs, full-time and collateral duty, who have made outstanding contributions toward furthering the goals of the Federal Women's Program are eligible for nomination.
- o Nominees must have held their positions for at least one year and must work within the Washington, D.C. metropolitan area.
- o The awards will be given for special achievement.

EXCLUSION

Current FWIB Officers and the Awards Luncheon Chair and Subcommittee Chairs are not eligible for nomination.

NOMINATIONS

Nominations must be endorsed by Department or Independent Agency Heads (or her/his designee), and the EEO/Personnel Director, whichever is appropriate. Agencies may nominate one person for each award category.

The nomination summarizing the individual's achievements and contributions should not exceed two, single-spaced pages. Nominations must be received by July 12, 1985 and should be sent to:

FWP Achievement Awards Committee
c/o FWIB
P.O. Box 14166
Washington, D.C. 20044-4166

A(2).

SELECTION PANEL

Final awards selections will be made by a panel of distinguished judges from the EEO and Personnel community.

QUALIFYING PERIOD

The qualifying period is January 1, 1984 to July 1, 1985.

TYPE OF AWARD

The award will be an inscribed plaque with an accompanying letter or certificate.

CATEGORIES

Awards may be submitted according to the following categories:

- a) Full-time - large agency
- b) Collateral Duty - large agency
- c) Full-time - small agency
- d) Collateral Duty - small agency

For purposes of these awards the following definitions apply:

- a) Large agencies - more than 5000 employees
- b) Small agencies - less than 5000 employees
- c) Collateral Duty - employees whose major position classification is NOT EEO.

NOMINATION CRITERIA

The basic criteria for nomination is outstanding performance during the qualifying period in three or more of the categories listed below. The examples are provided as guidelines only and are not meant to be all inclusive.

1. Stimulation of recruitment, hiring, training, and/or promotion efforts which resulted in upgrading the status of women in the agency, such as:

- o Upward Mobility Programs
- o Co-Op Programs
- o Developmental Details

A(3).

2. Increasing the sensitivity and awareness of managers, supervisors, and employees to the Federal Women's Program through:
 - o training
 - o special workshops
 - o disseminating information (e.g., development of a newsletter)
 - o promoting visibility of women in the agency.
3. Participation in and contributions to committees, task forces, etc., whose primary focus is on women's issues, which result in concrete accomplishments.
4. Ability to realize Federal Women's Program objectives and to overcome prohibitive obstacles, such as:
 - o limited resources
 - o organizational barriers
5. Unusual degree of imagination, innovation, initiative, and perseverance in accomplishing Federal Women's Program results.

NOMINATION PACKAGE

The nomination package consists of:

- o nomination form (Attachment B)
- o narrative of the nomination (two, single-spaced pages)
- o biographical sketch (one, single-spaced page)
- o signed authorization (Attachment C)

Five copies of each of these, except Attachment C, must be submitted. One copy of Attachment C is required and must have an original signature.

SUBMISSION OF AN INCOMPLETE NOMINATION PACKAGE WILL DISQUALIFY THE NOMINEE. APPLICATIONS RECEIVED AFTER THE DEADLINE WILL NOT BE ACCEPTED.

Attachment B

FEDERAL WOMEN'S PROGRAM MANAGERS ACHIEVEMENT AWARDS
NOMINATION FORM

Name of Nominee: _____

Title: _____

Agency: _____

Length of Service as Agency FWPM: _____

Name of Nominating Official: _____

Title: _____

Agency: _____

Telephone Number: _____

Nomination Category: a) Full-Time - Large Agency / /
 b) Collateral Duty - Large Agency / /
 c) Full-Time - Small Agency / /
 d) Collateral Duty - Small Agency / /

I certify that the information provided is true and accurate to the best of my knowledge and understanding.

Signature of Nominating Official

Date

Signature of Department/Agency Head

Date

Signature of EEO/Personnel Officer

Date

Attachment C

AUTHORIZATION FORM

I, _____, authorize
(Name/ title of nominee)
the Federal Women's Interagency Board to use my photograph,
biography, and nomination narrative for publicity purposes. I
understand that this may include press releases for the media.

Signature/title of nominee

Date